

HOW TO SUBMIT A COMPLETE APPLICATION PACKET

1.) Determine if the project requires a permit.

All projects require a permit unless the proposed activity is an *identical replacement*.

- An *identical replacement* is the exchange of an UST system component with an identical style, make and model component. An identical replacement is limited to the exchange of mechanical and electrical components associated with leak detection equipment and DOES NOT extend to tanks, piping, or other major components. The exchange of a component that requires excavation is NOT considered an identical replacement. [UST activities that require a permit from DEQ.](#)

2.) Determine which of the following forms are necessary.

- * Notification of Underground Storage Tanks
- * Closure Permit Application
- * Minor Installation Permit Application
- * Major Installation Permit Application, plus supplement
 - ◆ Supplement A: Tank installation
 - ◆ Supplement B: Pipe Installation
 - ◆ Supplement C: Tank and Pipe Installation
 - ◆ Supplement D: Modification, repair, lining, or investigation
 - ◆ Supplement E: Corrosion protection installation
 - ◆ NEW FACILITY PERMIT APPLICATION

Samples of Projects, Forms Required, and Associated Fees

Project	Form(s) *Additional paperwork may be required	Fees
New Facility - installing tanks with piping	A. New Facility Permit Application B. Major Installation Permit Application C. Notification of Underground Storage Tanks - New Notification D. Bouyancy Float out calculations for each tank to be installed. E. Applicable Attachments	\$161/permit + \$.02 x (total gallons) for all tanks installed Piping fee is included
Closing Tanks and Piping for Existing Facility	Closure Permit Application *Engineers Justification memo if requesting any closure(s) in place	\$161/permit + \$.02 x (total gallons) for all tanks installed Piping removal fee is included
Closing Piping Only - leaving tanks in place*	Closure Permit Application *Engineers Justification memo if requesting any closure(s) in place *	\$80/permit if total piping to be removed is less than 50 feet; \$161/permit if total piping to be removed is more than 50 feet
Removing Found Tanks at New or Existing Facilities	A. Notification of Underground Storage Tanks B. Closure Permit Application	\$161/permit + \$.02 x (total gallons) for all tanks installed Piping removal fee is included

Installing New Tank with Associated Piping	A. Notification of Underground Storage Tanks B. Major Installation and Supplement C	\$161/permit + \$.02 x (total gallons) for all tanks installed Piping fee is included
Re-piping Only at Existing Facility	A. Major Installation Permit Application B. Supplement B	\$80 if total of re-piping is less than 50 feet; \$161 if total of re-piping is greater than 50 feet
Spill Bucket or Other Minor Work	Minor Installation Permit Application	\$80/permit covers all items on the application
Modifications, Repair, Lining, Leak Investigations	A. Major Installation B. Supplement D	\$161/permit
Corrosion Protection Installation	A. Major Installation B. Supplement E	\$161/permit

3.) Submit a *complete* application packet to the department based on the following criteria:

A. If the proposed project is a **minor installation**, submit the following:

- ◆ Completed minor installation permit application form; and
- ◆ Permit review fees.

* If you are submitting this form alone, there is a \$80 permit review fee. If you are submitting other forms that already include the base permit fee (i.e. for a tank installation or a modification), you do not need to include this fee for the minor installation.

The minor application is intended to save you time if you are making certain allowable changes to an UST system. However, if you are already completing a major installation application, you may include the minor activities on the supplement and omit the minor application page.

B. If the proposed project is a **major installation**, submit the following:

- ◆ Completed major installation application form
- ◆ Permit review fees:

* *Tank installation*: \$161/permit + \$.02 x total gallons.

Tank installation fee includes the associated piping installed

* *Piping only*: \$80 if 50 feet or less, greater than 50 feet \$161, unless piping permit is associated with a major permit application

* *Repairs, modifications, lining, leak investigation, addition of cathodic protection, or leak detection*: \$161/permit

- ◆ Corresponding supplements:

- * Please provide the UST operating tag number as requested. This number ensures that we are reviewing information for the correct tank, keeps our records accurate, and expedites the permit review process. Tag numbers can be obtained from the Facility Summary Sheets located at: <https://deq.mt.gov/twr/assistance#accordion4-collapse1>.
- * The **Site Plan** should contain all the listed elements. Computer generated drawings are encouraged but not required. Use the provided checklist to ensure that all required components are included on the site plan.
- * **Design Checklist:** Use this section to describe what is *currently in use* and what *will be installed*.
- * **Describe the project**—what are you going to do? Use this area to describe what is being *removed* from the system and to describe the entire project in detail. Anything that is not standard or could adversely affect the performance of the underground storage tank system should be specified here.
- * **Supplement A:** All leak detection equipment must be listed in the document “List of Leak Detection Evaluations for Storage Tank Systems” latest edition on the National Work Group on Leak Detection Evaluations website (www.nwglde.org).
- * **Supplement B:** A pipe installation includes new installations, re-piping, connecting to existing pipe, installation of vents and siphon lines, and installation of an aboveground storage tank with underground piping.
- * **Supplement C:** This supplement can be used in place of Supplements A and B to save time when installing tanks and piping together.
- * **Supplement D:** Use this form for the following activities:
 - (a) **Modification:** a significant change in the structure or components of an UST system. A modification includes cutting the walls of a tank or the addition of internal leak detection devices.
 - (b) **Repair:** to restore a damaged or leaking tank or UST system component to the manufacturer’s original standards.
 - (c) **Tank Lining:** to install a non-corrodible tank lining to the inside of an underground storage tank.
 - (d) **Suspect Release:** to uncover an underground storage tank system to determine the source of a release as part of a release investigation.

This supplement may also be used for activities that are not included on any of the other applications.

- * **Supplement E:** The addition of corrosion protection to new or existing installations includes the addition of an impressed current system, galvanic anodes, heat shrink sleeves, non-corrodible offset sleeves, watertight boots and/or STI coating.
 - (a) Indicate the condition of the systems as they are **presently** installed.
 - (b) The cathodic protection design should indicate **future** conditions.
- ◆ For **New UST Facilities** (i.e. UST system(s) to be installed at a property location that currently does not have regulated UST systems installed) a NEW FACILITY PERMIT APPLICATION must be submitted with the Major Permit Application, New Notification of UST Form, and requested attachments. The department will review the application to determine if the project fits into the parameters of the Programmatic Environmental Assessment (EA) or if an individual EA will be required.

The New Facility Permit Application provides details and directions for the applicant including the required supporting documentation.

Clearly label all the attachments and indicate the applicable attachment (include title, section, page number, etc. as appropriate) within the application form in the boxes provided. A checklist is provided on the last page to facilitate a thorough review prior to submittal.

C. If the proposed project is a **tank or piping closure**, submit the following:

- ◆ Completed closure application form; and
- ◆ Permit review fees

If you are submitting this form alone, there is a \$161 base permit review fee. If you are submitting other forms that already include the \$161 base permit fee (i.e. a tank installation, a modification, or a minor installation), you do not need to include the base fee for the tank closure (but you do need to include the \$0.02 x (total gallons) of the tank being closed). If you are closing piping only, indicate how many feet of pipe being closed.

NOTE - For any tank or piping closure-in-place request: An Engineers justification memo is required showing that removal of the tank or piping has potential to harm an important critical structure or utility. Concrete and asphalt are not important critical structures.

Incomplete applications:

Permit applications will be considered incomplete if all the information requested on permit applications (including the site plan) is not submitted. In these cases, the department will issue a *Notice of Incomplete Application* to the permit applicant. Permit review times will start upon submission of a complete permit application.

Review times:

The department will issue an installation permit within:

- * **20 days** of receiving a *complete* minor installation or closure application packet or,
- * **30 days** of receiving a *complete* major installation application packet.
- * **NOTE - New UST facility applications are dependent on the MEPA EA process and review may extend past 30 days from receiving a complete application.**

Certification:

Federal and state statutes provide for severe penalties for submitting false information on this application. Regulations require this application to be signed by one of the following:

- If the work is to be conducted by an owner/operator with an on-site inspector, the owner or operator must sign the permit application.
- If the work is to be conducted by a licensed installer/remover, the licensed installer/remover shall sign the permit application. A representative of the company that employs the licensed installer/remover may also sign the permit application. The licensed installer/remover (or the representative) must be authorized by the owner to conduct the work.

Post-installation submittals:

The licensee must sign and deliver the permit and all other required documentation specified by permit conditions to the department within 30 days of the installation or closure. For tank installations you should submit all the required testing results and permit specified submittals as soon as the project is completed and request a Conditional Operating Permit (COP) from the department.

Every major installation project requires the submission of an as-built plan showing final installation design when the project is completed. The as-built plan may be a copy of the original design (as submitted with the application) with redlined corrections showing how the actual installation differs from the plan (a redlined drawing). If no variation exists, a copy of the original site plan labeled with the words "As-built" should be submitted. The as-built drawing must also include deflection readings and UL label numbers (tank serial numbers).

Redlined drawings are strictly limited to changes of site plan configuration, including:

- Re-route of piping when the total product pipe length is either unchanged or less than the length shown on the original department-approved site plan;
- Re-route of piping when single walled product piping is being replaced with double walled piping. Site plan should show containment sumps, sensors installation locations, length of piping, product type, etc.
- Any other changes in the configuration of a site plan that result in changes in UST system components located differently than shown on the original approved site plan.
- The site plan should show make and model of significant UST equipment to be installed and where it will be located.
- For new facility installations, new tank installations, and new product piping installations: The more detailed the "As-built" site plan the better.

For site changes that do not meet the above criteria for a redlined drawing, a permit modification is required. A permit modification is required for any changes to the originally issued permit including change of licensed installer or addition or removal of an installer. Call the department for questions regarding redlined drawings and permit modifications. Permit modifications can be submitted via email at deqstprogram@mt.gov.